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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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July 31, 2012

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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by adding new classifications, by deleting classifications, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add two (2) classifications for the Department of Health Services; to delete two (2) non-represented classifications; and to reclassify 16 positions to implement results of classification studies in the departments of the Auditor-Controller, Children and Family Services, Health Services, Public Social Services, Sheriff, and Treasurer and Tax Collector.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

New Classifications

Two new classifications of Podiatrist, Post Graduate (1st Year) and Podiatrist, Post Graduate (2nd – 3rd Year) are being established for the Department of Health Services (Attachment A). The duties and responsibilities of these new podiatry residency classifications are unique in terms of character, difficulty, and responsibility, and do not meet the specifications for an existing class. Under supervision of a licensed Podiatrist, they will render professional podiatric care and treatment to a variety of patients as part of a post-graduate educational program. The creation of these classifications will assist the Department of Health Services to recruit and train qualified podiatrists, which is in line with the department's plan to transform ambulatory care services.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of two (2) non-represented classifications and 18 vacant represented classifications (Attachment A). The represented classes have been approved for deletion by the Employee Relations Commission (ERCOM) and the affected departments have been informed of and have consented to these deletions. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Reclassifications

Based upon individual position studies conducted at the request of six (6) departments, we recommend that 16 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Implementation of Strategic Plan Goals

The Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for the 16 positions that will be reclassified is estimated to total \$114,083 (all funds). Net County cost is estimated to be \$44,197. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
July 31, 2012
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:AE:KP:ra

Attachments (2)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

ATTACHMENT A**CLASSIFICATIONS RECOMMENDED FOR ADDITION**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Horizons/ Choices	5746	Podiatrist, Post Graduate (1st Year)	F \$3,663.05
Horizons/ Choices	5747	Podiatrist, Post Graduate (2nd - 3rd Year)	F \$4,440.34

NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
6659	Manager II, Crafts Operations
1622	Program Assistant

REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
4072	Architectural Aid
6285	Carpet & Linoleum Layer Supervisor
2488	Computer Operator Trainee
8429	Curatorial Assistant
2523	Data Processing Supervisor

ATTACHMENT A

Item No.	Title
2263	Deputy Purchasing Agent I
2264	Deputy Purchasing Agent II
8248	Gallery Attendant
7742	Heat and Frost Insulator Supervisor
3550	Mechanical Engineer I
3555	Mechanical Engineer II
8424	Museum Model Maker
7577	Printing Production Supervisor I
6499	Senior Electro-Mechanic Supervisor
6505	Senior Elevator Mechanic
8404	Supervising Museum Assistant
6066	Supervising Tram Operator
2446	Supervisor, Telecommunications Support Services

ATTACHMENT B**RECOMMENDATIONS FOR POSITION RECLASSIFICATION****AUDITOR-CONTROLLER**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Payroll Specialist II, Auditor-Controller Item No. 1343A NM 76J Non-Represented	Senior Equipment Maintenance Worker Item No. 6613A N2 79H Represented
1	Supervising Clerk Item No. 1174A NMV 66E Represented	Equipment Maintenance Worker Item No. 6610A N2 75H Represented
1	Intermediate Supervising Clerk Item No. 1176A NMV 70C Represented	Equipment Maintenance Worker Item No. 6610A N2 75H Represented

These supervisory clerical positions were not originally allocated by CEO to perform their mailroom duties, and likely were moved there over time. The subject Payroll Specialist II, Auditor-Controller position serves as the supervisor over the mailroom staff and participates in the work of the unit. It currently supervises an Intermediate Clerk, sitting against a budgeted Supervising Clerk item, and a Senior Clerk sitting against an Intermediate Supervising Clerk item. Specifically, the position oversees the receiving, checking, tracking, storing and distribution of various supplies as well as instructs the staff and participates in the maintenance of mailroom equipment.

Positions allocable to Payroll Specialist II, Auditor-Controller are typically responsible for performing the more difficult and complex payroll work in conjunction with the issuance of the County payroll, performing complex data control work and calculations in the audit of edit exceptions, or acting as first assistant to the head of a group in the Payroll Unit. In contrast, the responsibilities assigned to the subject position are more consistent with the classification of Senior Equipment Maintenance Worker, a class which supervises and participates in the work of a small group of employees repairing and maintaining various types of equipment, and performs the more difficult assignments in repairing, adjusting and maintaining equipment. Therefore, we recommend upward reclassification of this position to Senior Equipment Maintenance Worker.

AUDITOR-CONTROLLER (continued)

The subject Supervising Clerk and Intermediate Supervising Clerk positions both perform similar work which includes operating, adjusting, repairing, and maintaining the mailroom machines and receiving and moving supplies. Neither of the two supervise clerical staff. The responsibilities assigned to the subject positions are more consistent with the Equipment Maintenance Worker classification, which maintains and repairs various types of equipment and tools, such as the machines that prepare and distribute mass mailings. Therefore, we recommend upward reclassification of these positions to Equipment Maintenance Worker.

CHILDREN AND FAMILY SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented	Senior Typist-Clerk Item No. 2216A NMV 67D Represented

The position is assigned to the Bureau of Strategic Management, Resource Management Division, Family and Community Partnership Section. It is responsible for providing secretarial support to the Family and Community Partnership Section, which includes one (1) Children Services Administrator II (CSA II), two (2) CSA I's, three (3) Supervising Children's Social Workers, and one (1) Intermediate Clerk. The position requires specialized knowledge of the Family and Community Partnership Section's functions.

The duties and responsibilities assigned to this position meet the classification standards for Senior Typist-Clerk. By definition, positions allocated to this class perform highly specialized clerical duties requiring a highly specialized knowledge of a particular function. Therefore, we recommend upward reclassification to Senior Typist-Clerk.

HEALTH SERVICES - ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Associate Hospital Administrator II Item No. 8075A N23 S12 Non-Represented	Program Implementation Manager, Health Services Item No. 4629A N23 S12 Non-Represented

The position serves as the lead over the DHS Health Information Management Committee Council, which is comprised of HIM directors and managers located in various DHS facilities. It is allocated to Health Services Administration and is responsible for developing, implementing and maintaining policies and procedures; administrative review of daily operations; and continuing education for recruitment and retention of qualified employees for the department. Other duties include establishing procedures for the new Electronic Health Record system throughout the department; record retention and storage; and quality reporting to enhance billing, coding and reduce denial of Treatment Authorization Requests.

The duties and responsibilities assigned to this position meet the classification standards for Program Implementation Manager, Health Services. By definition, positions allocated to this class manage a major section in planning, development, coordination, implementation, and administration of departmental strategic health care program initiatives and projects. Therefore, we recommend lateral reclassification to Program Implementation Manager, Health Services.

HEALTH SERVICES - RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Health Information Senior Technician Item No. 1418A NM 82L Represented	Health Information Management Supervisor Item No. 1409A NM 84L Represented

The position reports to a Medical Records Director II and is assigned to the Health Information Management Division. The position oversees the work of journey-level and senior-level health information staff for inpatient coding, scanning, assembly, release of information and discharge to ensure accuracy and full reimbursement.

Based on the scope of supervisory responsibilities and the level of accountability assigned, this position meets the Health Information Management Supervisor allocation criteria to provide full technical and administrative supervision and guidance to health information coding staff to ensure that the work product performed maximizes reimbursement and fully meets legal and compliance requirements. Therefore, we recommend upward reclassification to a Health Information Management Supervisor.

PUBLIC SOCIAL SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
7	Welfare Fiscal Analyst Item No. 7993A NM 86G Represented	Accounting Officer II Item No. 0657A NM 90B Represented
1	Welfare Fiscal Analyst Item No. 7993A NM 86G Represented	Administrative Assistant III Item No. 0889A NM 85K Represented

Seven (7) of the subject positions are assigned to the Fiscal Management Division, which consists of three (3) units: Accounts Receivable, Cost Accounting, and General Accounting. These positions are responsible for supervising a staff comprised of accountants and other related positions performing specialized fiscal and accounting related activities. Other responsibilities include managing reconciliation of claims from eCAPS and serving as lead over the assistance claims operation. In addition to their supervisory duties, the positions are responsible for performing complex accounting tasks such as data collection of expense transactions; preparing accounts receivable activity reports; and reviewing and approving accounts payable/receivable through eCAPS. Lastly, the positions analyze County, State and Federal legislation and regulations and make recommendations regarding financial management.

The assigned duties and responsibilities meet the allocation criteria of the Accounting Officer II, a class responsible for performing professional accounting work, directing a large scale and complex accounting program, and directing accounting staff and accountants. Therefore, we recommend an upward reclassification of these positions to Accounting Officer II.

The remaining Welfare Fiscal Analyst position is assigned to the Budget Planning and Control Section of the Fiscal Management Division. The position is responsible for developing staffing allocation projections through evaluation, analysis, and interpretation of monthly caseload information. In addition, the position monitors the Time Study Program to ensure accuracy, identify discrepancies, and provide solutions to management.

The above duties are most consistent with the class concept of Administrative Assistant III, a class which analyzes and makes recommendations for the solution of staffing problems and personnel issues such as the development of staffing allocation projections and analyzing and making recommendations regarding caseload trends. Therefore, we recommend downward reclassification to Administrative Assistant III.

SHERIFF – GENERAL SUPPORT SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Public Information Assistant Item No. 1598A NM 76K Non-Represented	Public Information Officer II Item No. 1601A NM 91B Non-Represented

The position reports to a Community Information Officer and is located at the Executive Offices, Sheriff Headquarters Bureau. The primary responsibility is to manage the department's public information program. Specifically, the position acts as the department's spokesperson; coordinates the departments press conferences and media interviews; and writes press advisories and press releases for multi-language news media outlets. In addition, the position will oversee the department's Public Broadcasting Studio by managing and producing media content as well as serving as an interviewer and the anchorperson.

The above duties and responsibilities are more consistent with the Public Information Officer II class concept. By definition, this class develops, organizes and coordinates a comprehensive public information program. Therefore, we recommend upward reclassification to Public Information Officer II.

TREASURER AND TAX COLLECTOR

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Information Technology Manager III Item No. 2574A N23 S13 Non-Represented	Departmental Chief Information Officer I (UC) Item No. 2579A N23 R13 Non-Represented

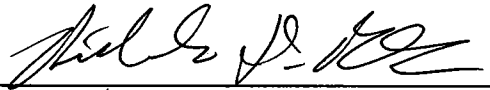
The position reports directly to the Chief Deputy and is assigned to the Information Systems Division, where it oversees the department's entire information technology (IT) operation and related activities. The complexity and scope of the IT services managed by this position meets the allocation criteria for Departmental Chief Information Officer I (UC), a class which manages the planning, design, coordination, development, implementation, and maintenance of departmental or Countywide automated information systems. Therefore, we recommend lateral reclassification to Departmental Chief Information Officer I (UC).

ANALYSIS

This ordinance amends Title 6 – Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for two (2) employee classifications;
- Deleting two (2) non-represented classifications; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Auditor-Controller, Children and Family Services, Health Services, Public Social Services, Sheriff, and Treasurer and Tax Collector.

JOHN F. KRATTLI
County Counsel

By: 

RICHARD D. BLOOM
Assistant County Counsel
Labor & Employment Division

RDB:asv

Requested: 05-29-12
Revised: 06-29-12

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
<u>5746</u>	<u>PODIATRIST,POST GRADUATE (1ST YEAR)</u>	<u> *</u>	<u>F 3,663.05</u>
<u>5747</u>	<u>PODIATRIST,POST GRADUATE (2ND YEAR)</u>	<u> *</u>	<u>F 4,098.08</u>
<u>5747</u>	<u>PODIATRIST,POST GRADUATE (3RD YEAR)</u>	<u> *</u>	<u>F 4,440.34</u>

SECTION 2. Section 6.28.050 is hereby amended to delete the following

classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
6659	MANAGER II, CRAFT OPERATIONS	10/01/2006	N23	R12
		04/01/2007	N23	S12
		07/01/2007	N23	S12
		01/01/2008	N23	S12
		01/01/2009	N23	S12
1622	PROGRAM ASSISTANT	01/10/2006		82H
		10/01/2006		84B
		07/01/2007	NN	84B
		01/01/2008	NN	85C
		07/01/2008	NM	85C
		01/01/2009	NM	86D

SECTION 3. Section 6.40.010 (Auditor-Controller) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6610A</u>	<u>2</u>	<u>EQUIPMENT MAINTENANCE WORKER</u>
<u>6613A</u>	<u>1</u>	<u>SENIOR EQUIPMENT MAINTENANCE WORKER</u>

SECTION 4. Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1176A	5	<u>4</u>	INTERMEDIATE SUPERVISING CLERK
1343A	24	<u>23</u>	PAYROLL SPECIALIST II,A/C
1174A	3	<u>2</u>	SUPERVISING CLERK

SECTION 5. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2214A	787	<u>786</u>	INTERMEDIATE TYPIST-CLERK
2216A	248	<u>249</u>	SENIOR TYPIST-CLERK

SECTION 6. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8075A	3	<u>2</u>	ASSOCIATE HOSPITAL ADMINISTRATOR II
4629A	2	<u>3</u>	PROGRAM IMPLEMENTATION MANAGER,HS

SECTION 7. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1409A	4	<u>2</u>	HEALTH INFO MANAGEMENT SUPERVISOR
1418A	5	<u>4</u>	HEALTH INFO SENIOR TECHNICIAN

SECTION 8. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
7993A	8		WELFARE FISCAL ANALYST

SECTION 9. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0657A	2	<u>9</u>	ACCOUNTING OFFICER II
0889A	26	<u>27</u>	ADMINISTRATIVE ASSISTANT III

SECTION 10. Section 6.120.014 (Sheriff – General support services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1598A	4	PUBLIC INFORMATION ASSISTANT

SECTION 11. Section 6.120.014 (Sheriff – General support services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1601A</u>	<u>1</u>	<u>PUBLIC INFORMATION OFFICER II</u>

SECTION 12. Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2574A	4	INFORMATION TECHNOLOGY MANAGER III

SECTION 13. Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2579A</u>	<u>1</u>	<u>DEPTL CHIEF INFORMATION OFFR I(UC)</u>

SECTION 14. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

[RECLASSJUL12KPCEO]